

Reasons for denial may include, but are not limited to:

- Failure to meet basic licensing requirements.
- Objection from the local authority.
- Objection from a church, school, or other public institution within 500 feet of the premises.
- Questionable source of funds.
- Indicators of hidden ownership.
- Conviction of a felony of any type.
- Conviction of gross or simple misdemeanor involving liquor or drugs.
- A series of violations that show a disregard for liquor laws and regulations.

Information

Liquor Control Board

Licensing and Regulation
PO Box 43098
Olympia WA 98504-3098
Web: www.liq.wa.gov
Phone: (360) 664-1600
Fax: (360) 753-2710

Department of Licensing

Master License Service
PO Box 9034
Olympia WA 98507-9034
Phone: (360) 664-1400
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Washington State
Liquor Control Board

How to Apply for a Liquor License

The Liquor Control Board is committed to helping you complete the liquor license application process as soon as possible.

Please review these instructions carefully before completing the Master Business Application and the Liquor Control Board Addendum

A routine liquor license application normally takes 45 to 60 days to process. Processing will begin when the Liquor Control Board (LCB) receives your application from the Department of Licensing, Master License Service.

Master Business Application & the Liquor Control Board Addendum

A liquor license is an endorsement on a Master Business License. Therefore, you will receive a Master Business Application with additional liquor licensing forms. You will need to complete the Master Business Application, even if you already have a Master License.

Step 1. Complete and sign the Master Application and the Liquor Control Board Addendum. In your packet are registration and license description sheets that will help you determine which licenses you need for your type of business. *Are you buying a business that has an existing liquor license? If yes read on, if no skip to step 2.*

If you are buying a business that has an existing liquor license you may apply for a Temporary Liquor License. To be approved for a temporary license you must meet several requirements that will be discussed during your phone interview. Once you complete your temporary application, mail it with your completed master business application in the envelope provided in your packet. Please enclose a check for \$50, payable to Washington State Treasurer, for the temporary license. (See step 2 for additional fees.)

Step 2. Once you complete the Master Business Application and the Liquor Control Board Addendum, mail them with the appropriate fees in the return envelope provided in your packet. Make checks payable to Washington State Treasurer. **Important:** \$75 of the liquor licensing fee is *nonrefundable* in all cases. (RCW 66.24.015)

Important: The completed Master Business Application and the Liquor Control Board Addendum are the only forms you need to start the licensing process. **Do not send any other forms at this time.**

Step 3. Once the Liquor Control Board receives your application, we will contact you within two weeks for a phone interview. Based on this interview, you may be asked to provide further documents, such as:

- Financial/Source of Funds Statement
- Lease Information
- Affidavits
- Purchase Agreements
- Partnership Agreements
- Franchise Agreements
- Floor Plans
- Personal/Criminal History Statement

To keep your license process on schedule, submit all requested documents within the suggested time frame given.

Step 4. A notice of your application for a liquor license is sent to the city or county authority where your business is located. The city or county has twenty days to respond with an approval or objection. A press release is sent to the media in the county where your business is located, giving local citizens an opportunity to comment on the application.

If your application involves a new premises to be licensed, a change of location, or an added class, the local liquor enforcement agent will also post a public notice at the site, which must remain for fourteen days. Citizens have until the end of the licensing process to provide comment.

When the agent posts the public notice they also inspect the neighborhood for nearby public and private schools, churches, playgrounds, or other public buildings. Any such locations within 500 feet are contacted by the Board for comment. **Important:** State law provides that public schools within 500 feet of the premises may veto a license.

Important: The Liquor Control Board will take all protest and support letters into consideration when making a decision to approve or deny a license.

Step 5. Before the LCB approves your liquor license, you must receive a briefing on liquor laws and regulations. The briefing will emphasize your responsibility to *not* sell or serve liquor to persons under 21 years of age, or who appear intoxicated. Please make arrangements with your liquor control agent for this briefing as soon as possible. The name and number of your agent will be given to you in a document request list following your phone interview.

Your approval letter will serve as your 30 day liquor license until you receive your Master License with the liquor endorsement from Master License Service.